

**INSTITUTE OF BREWING & DISTILLING**  
**COUNCIL MEETING**  
**44A CURLEW STREET, BUTLER'S WHARF, LONDON, SE1 2ND**  
**TUESDAY 23<sup>RD</sup> MAY 2017 AT 1100 HOURS**

**PRESENT:**

Katherine Smart (President & Chair), Charlie Bamforth (Immediate Past President), Michaela Miedl (International Section), Mike Benson (Great Northern Section), Georgina Young (Southern Section), John Round (Midland Section), Ian Roberts (Asia Pacific Section), Tim Cooper (Deputy President), Derek Prentice (IBBS Representative), Nigel Fitch (Treasurer)

**IN ATTENDANCE:**

Stephen Wilkinson (New European Secretary), Jerry Avis (Secretary), Steve Curtis (IBD Technical & Publications Manager), Jane Sinton (IBD)

**APOLOGIES:**

Apologies from Douglas Murray (Scottish Section), Jane Kershaw (Midland Section), Angus Steven (BoE Chair), Kate Jones (Africa Section), David Quain (JIB Editor in Chief), Paul Wickham (Irish Section), Rebecca Byrne (Irish Section)

Reports have been received from Alastair Kennedy and David Quain

**WELCOME**

The President welcomed Councillors and attendees to the meeting. There were two new attendees, Stephen Wilkinson, Secretary of the newly created European Section within the International Section and Mike Benson, the new Chair of the Great Northern Section.

Attendees present introduced themselves for the benefit of the newcomers.

**1. MINUTES OF LAST MEETING AND MATTERS ARISING**

1.1 Minutes from the last meeting were accepted as a true and accurate record and were signed by the President.

1.2 Matters Arising – none which were not dealt with in the agenda

**2. Membership Matters (Appendix 1)**

**2.1 New members and general overview of membership**

The membership matters report was presented and is appended to these minutes. The Chair put new membership to the vote of the Council and which was unanimously agreed.

- The percentage of unpaid members has increased this year and this is particularly noticeable in the African Section, the President confirmed that this should be an issue that was to be addressed initially by the Trustees.
- The International Section is seeing significant growth but the IBD needs to offer more than BDIs to its members. The previous International Section Master class held at Weihenstephan in May 2016 and the forthcoming sensory masterclass were seen as initial offerings particularly if these were leveraged with post event content available to members worldwide.
- The Asia Pacific section is about to embark on a similar programme of high value roadshows to deliver value to local members and to stimulate interest in the fast growing independent sector.
- There is still a perception of a brand issue for the IBD and work will be carried out shortly on reviewing and, potentially, refreshing the brand.
- Africa – the 2017 conference was cancelled as the view was that SABMiller (which provided about 65% of the attendees and revenue) would not continue to underpin the event following the takeover by ABInBev. Again the President confirmed that work was required to ensure that interest in the IBD continued in what was still a vibrant market.

**2.2 Nominations to Fellow**

Michaela Miedl was asked to leave the room while nominations were put to the vote.

Five nominations to Fellow of the Institute had been proposed by the Awards Committee:

Stephen Livens	UK Southern
Jeff Potter	Asia Pacific
Ruth Bromley	UK Great Northern
Colin Dunn	UK Great Northern
Michaela Miedl	International

The Chair put the proposal of the Awards Committee to the vote of the Council which was unanimously agreed.

### 2.3 Obituaries

The names of recent late members were noted by the President and Council held a short period of reflection:

Robert Fullarton	UK Scottish
Tom Lucas Bennett	UK Southern
Steve Calderbank	UK Southern
Keith Hopson	International
Peter Simpson	UK Southern

## 3. Finance and Governance

### 3.1 Financial arrangements

Jerry Avis confirmed IBD is using Macintyre Hudson for financial service following the departure of the previous financial controller, the service will market tested later in the year to ensure best value but the current cost is less for contracted employee. Andrea Champion has stepped up significantly in liaising with the outsourced function and the President wished to formally recognise this.

The audit had progressed well but relatively slow partly due to staff picking up more unfamiliar work but mainly because systems are so manual which generated a lot of work from auditors queries.

### 3.2 2016 Financial Statement & 1<sup>st</sup> quarter 2017 Management Accounts

#### 3.2.1 2016 highlighted results

2016 results draft had not been reviewed by the Trustees as received late 18/5

<b>Incoming resources</b>	<b>2016</b>
Incoming resources from charitable activities	£162,598
<b>Total incoming resources</b>	<b>£2,181,104</b>
<b>Outgoing resources</b>	
Cost of generating funds	£35,596
Charitable activities	£1,797,763
Governance costs	£63,924
<b>Total resources expended</b>	<b>£1,897,283</b>
<b>Net outgoing/(incoming ) resources for the year</b>	<b>£283,821</b>
Taxation	0
Gains on investments	£33,962
<b>Net movement in funds for the year</b>	<b>£317,783</b>

### Notes

It was noted / agreed that:

Full annual accounts should be uploaded to website well in advance of the AGM for members and that this was to be taken as a special resolution at the following EGM.

- Council would like to see the accounts in advance of the members and accounts should be sent to chairs and committees as soon as the confirmed results were available.
- Nigel Fitch is to organise a treasurers' meeting in autumn.
- Unaudited section accounts are still an issue which should be picked up as part of a section governance review as should the timing and alignment of section accounts.
- The Asia Pacific and Africa sections are legal entities in their own right and have their own audits.
- It was agreed there should be a telephone meeting to discuss section accounts before September meetings.
- The budget timetable will be formalised and a budget developed for future years – this would need to involve Sections in what and how to spend – primarily to recruit new members and educate, particularly for exams.
- Section budget proposals should be developed in order to be reported at September meeting for approval in November.

- At present individual requests are made and agreed at Council (as with the International Section's Masterclass last year). Ultimate responsibility lies with Trustees.
- The IBD has increased resources by employing two more Technical Officers to develop learning material and to increase the scope of the current qualifications (for example the addition of the General Certificate in Cider Making).
- Further development of the structure and strategy needed to take place with a view to including proposals from the sections. This would be included as a priority at the meeting in September. In overview, sections would be required to formulate costed proposals (against strategic priorities coming from Council), to contribute to centralised budgets, final agreement coming from the Board of Trustees. This process would commence in July.
- Summary – the ambition is to hold a day for council in September where the following year's budget is agreed against strategic priorities and to align prospective section budgets against section numbers, particularly to enhance local recruitment.
- Attendance at meetings was poor and that meetings needed to be higher value added, concentrating on strategic direction and core decisions rather than reporting back. JWA to propose changes in line with development activities for the next meeting. Alternate representatives would be requested in the absence of Chairs or secretaries.

### 3.2.2 Quarter 1 Management accounts

#### Summary

The first quarter has seen income of £1,513k (£82k above budget) and costs of £505k (£107k lower than planned). The result is a surplus of £1,008k, £189k (23%) above budget. This is a solid performance with income largely being booked before the end of December 2016 and invoicing for services in 2017, especially exams, running ahead of schedule. Cost are behind budget, partly because of timing differences in recording expenses and partly because development expenditure is not yet fully underway.

### 3.3 2017 /18 pricing

Jerry's proposed fee pricing for 2018:

Each level of examination will have a single price.

Brewer' diary and fundamental/essentials level	£240
General certificate level	£255
Diploma level	£265
Master level	£275

Increase in exemption fees for Diploma and Master level for Heriot Watt and Nottingham Universities, as well as any University recognised by the IBD as offering the right level of qualifications, quality and properly accredited trainers to be reassessed every 5 years approved

Exemption from Diploma to Master	£265
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Standard membership fees will increase to from £138 to £140  
 Student and retires members fees to remain the same at £46

From 2018 certificate fees for new members to be reduced from £99.00 to £46.00 to bring in line with students and retired members' fees.

General Certificate candidates – Council voted in favour of offering membership at the lower rate to GC candidates on application for examination for new members, a change from at present when lower rate is offered on passing the examination. This would allow access to membership benefits including the Learning Zone at the time of study, and would be on a 3 year pilot. Jerry Avis warned of the 'Hoover effect' (unintended adverse financial consequences due to an ill-conceived marketing initiative) but this would be negligible (£11 saving over 3 years), would be spotted by the membership/examination staff. Council voted unanimously in favour of this change.

General Certificate candidates – Council voted in favour of mandatory membership going forward for consideration by the Trustees with respect to financial risk/benefit.

It was agreed more information on the effect of price changes on membership would be needed prior to full implementation if this change were approved.

Proposal - carry out a pilot test of mandatory Certificate Membership (would have to be for 3 years) agreed and plan to take the proposal to trustees.

### 3.4 Update on Systems

System update provided by Jerry. Michaela asked about level of investment we intend to make. Jerry has said that the requirements are being evaluated currently and once known will share at next meeting.

### 3.5 Trustees update

The trustees have completed a skills matrix with the criteria for the selection of nominees for trusteeship. Leonard Specterman stepped down as treasurer and Nigel Fitch, already a trustee was voted in as treasurer at the 2016 AGM. 5 nominations for trustee were put forward for selection and the Nominations Group (Tim Cooper, Charlie Bamforth, Colin McCrorie, and Katherine Smart with Ken Fairbrother as Chair) met this morning (23 May) to put forward to Council their preferred candidate. It was noted that:

- Directors serve a term not exceeding six years.
- Future nominees should be those who have provided a service to the IBD and should be members.
- Skills – no legal expertise required but must have the skills set out in skills matrix by Trustees.

Trustees chose to keep names confidential to Council of nominees that had not been endorsed by the nominations committee.

Steve Curtis raised concern that EGM resolution 2 is not clear on a number of points, the main being that it is not clear who forms the 'Nominations Committee', and that under both procedures (old and proposed) the full list of nominations would be presented to council and that a subsequent ballot would take place at the AGM.

Sections had sent in names of nominees which under current Byelaws should have been circulated to Council. This was not done - *EGM resolution 2 (d) The Council shall be informed of all nominees and their names forwarded to the AGM.*

After some discussion the President noted that the other nominees proposed by sections were:

- Steve Price
- Marilyn Seedhouse
- David Smith
- Flo Vialan

*EGM resolution 2(e) The CEO will inform the AGM of those nominated, noting those whom Council have endorsed. The names and skill sets of each candidate will be made available for those attending the AGM. If there are more nominations received than positions to be filled, a membership-wide ballot shall take place, also with the appropriate 'skill sets' of each candidate being publicised on the ballot paper. The ballot will be by E Mail (except where individual members have requested postal communication) and a maximum period of 21 days allowed for receipt of all votes from the announcement of the ballot. Directors are elected on the total number of votes cast for each nominee.*

Under the terms of the EGM resolution 2, a vote was held on whether Nigel Sadler, as the nominee endorsed by the nominations committee, would go forward to the AGM as the 'Council endorsed' candidate at the ballot. The vote was carried.

After further discussion, it was agreed that the proposal at that evenings EGM was flawed and not what the Trustees had proposed as a procedure for electing new Trustees. Council voted in favour of a recommendation to the EGM to vote AGAINST EGM resolution 2.

### 3.6 Development plan update

Jerry Avis reported on development plans for the IBD against the six pillars of excellence proposed earlier:

#### **Management, staff structure & systems**

The overall technical capability of the staff has been increased with the recruitment of two technical officers with experience of both brewing and of content formulation and delivery. This represents a further rebalancing of technical and administrative support. Finance and audit support have been outsourced for access to greater knowledge with expertise of the NFP sector and to review financial systems. Outsourcing of finance has also increased resilience given previous issues of prolonged absence and failure to comply with reporting targets. Simon Wade, ex SABMiller, has commenced in the role of Learning & Development Manager specifically to address our current training model, trainer approval and accreditation of institutions against the desire to achieve scale and increased relevance to industry needs.

**Qualifications** – appropriate, multi-tiered, gold standard, international. The Chair of the Board of Examiners continues to develop the capability and capacity of the board with succession planning and recruitment of new examiners. The new diploma structure is being implemented and an exam strategy group has met to start to develop the future state of both structure and delivery. Work had also commence with the NACM on a new General Certificate of Cider Making.

**Diverse and engaged members**, an international network of active, engaged members & prospective members: a brief had been developed for review and potential refresh of brand and the selected agency would likely start in Q3.

**Blended learning capability** in support of local trainers, great content based on a globally accessible learning platform for career development & life-long learning: the pilot of the e-learning essential of brewing in collaboration with SIBA was

underway and was anticipated to complete at the beginning of Q3 for revision and launch at the beginning of Q4. Work had commenced in parallel on developing the essentials of distilling in association with input from Alan Barclay and Diageo. It was anticipated that work would also start on the e-learning product for the general certificate of brewing for completion and trial Q1 2018 in time for launch at the CBC 2018.

**Accreditation process** guaranteeing quality of training with a system of accreditation for third party trainers & organisations – a review would commence in Q3 now that Simon Wade had been appointed

**Coherent communication** of information, knowledge, standards and values, work would follow on once the brand review had been completed in Q4.

#### 4. IBBS

##### 4.1 Report on IBBS

The AGM and the quarterly committee meeting of the IBBS have been held since the February Council meeting. These were held in the IBD HQ Curlew Street on the 30th March 2017.

The committee meeting reviewed finance, grants, administrative business, the IBBS Educational Bursary scheme. The portfolio valuations currently stand at £2.54 million 3.4% higher than the than previous quarter. Payments to our beneficiaries and educational bursaries had grants totalling £15,015.00 in 2016 compared with £17,238 .00 for 2015. The committee also approved potential grants of £20,000.00 on reserve for two new pending cases. At the meeting two further educational bursaries were approved and we are encouraged that we are beginning to get further requests.

A question was raised as to whether educational bursaries were available to IBD in overseas sections. It was confirmed that IBBS bursaries are not available to anyone outside of the UK and Ireland, but that the JJ Morison fund was available on an annual basis for all IBD members via the IBD website and newsletter.

#### 5. Examinations, Training and CPD update

##### 5.1 Beer Academy activity update

Sales figures for January and February were down by about half for all courses compared with 2015 and 2016 but have recovered to parity in March and April (May not being a full month). There is no obvious explanation; however, the numbers per course have been increased with fewer courses so the margins per course are higher.

Good progress is being made with the introduction of cider at foundation and advanced level with Gabe Cook leading the way on developing course material. The course material, to which we now own the IP, is being reviewed and updated in light of adverse comments received from delegates (e.g. that the two initial courses overlap too much).

##### 5.2 Qualification Development Progress & Plan (Angus Steven, Chair BOE)

###### 5.2.1 Current status and new qualifications

###### IBD Diploma Examination Syllabus 2018

One of the roles of the IBD Examination Board is to ensure all IBD Qualifications are appropriate and set at the correct level to reflect industry needs. The Examination Syllabi which provide the framework for the examination are periodically checked with industry/training bodies, and as part of this review the IBD Diploma Examination Syllabi have just gone through this process.

The three current Diploma Examinations in Brewing , Packaging and Distilling have been reviewed by the Principal Examination team and the following main changes will take place :-

- Examination Format – Starting in June 2018 all examinations will follow the same standard format based on a 1 hour short answer paper to examine the candidate's breadth of knowledge and a 2 hour long answer paper to examine the candidate's depth of knowledge. This will be applicable to all modules in each examination.
- For Brewing the syllabus has been reviewed and re-written to reflect less focus on barley and malting (with the introduction of a Diploma in Malting qualification later this year).
- For Packaging the syllabus will now reflect additional elective modules in Spirits.
- For Distilling the syllabus will also reflect less focus on barley and malting. The examination has been rebalanced with distillation theory in Module 2 and a greater emphasis on the whole of the Spirits Industry.
- For all Examinations Module 3 has been re-structured and will now be a common format focussing on process technology and engineering. Where applicable there will still be an element on Packaging.

The full syllabus will be published in July and form the basis for the Examination Teams and Trainers to develop their materials.

The 'new' syllabi and examination structure will directly replace the 'old' syllabi and examination structure; candidates part way through completing their Diploma will move directly to the 'new' format for their remaining modules.

A number of new Examiners have also joined the Examination Board to provide additional resource and new experiences to the group.

### 5.3 E-learning Development

Covered under blended learning capability above.

## 6. Technical Matters (Information)

6.1 Update - it was agreed to remove this from this and future meetings as all activities were covered under other topics

## 7. Publications & Communications

### 7.1 JIB

David Quain provided a review and metrics for the Journal

*I took over as Editor in Chief from Inge Russell in early February.*

*It's been a steep learning curve with a few bumps in the road. All activity is through the ScholarOne system, which is a somewhat convoluted package with great potential but also much frustration.*

*Two issues of the Journal have been published see [http://onlinelibrary.wiley.com/journal/10.1002/\(ISSN\)2050-0416/issues?year=2017](http://onlinelibrary.wiley.com/journal/10.1002/(ISSN)2050-0416/issues?year=2017)*

*These are (obviously) papers from Inge's time. My only contribution has been to introduce sequencing of the papers in a logical way which should improve 'navigation' of the contents.*

*In terms of inputs, since January 51 new and 43 revised papers have been received. On receipt, manuscripts are viewed (and some are immediately rejected) and sent for review (typically two reviewers) for constructive feedback and a decision.*

Decision	Number	%
Accept	15	28.8
Major revision	8	15.4
Minor revision	15	28.8
Reject	11	21.2
Reject and resubmit	3	5.8

There are a range of 'decisions' which reflect the Peer reviewers' recommendation together with those of the EiC.

*Pleasingly papers are submitted to JIB from all around the world (below is from Jan 1st)*

*The current acceptance rate is 44% which ranges from zero (Brazil, South Africa, Pakistan), 25% (China), 33% (India), 75% (USA) up to 100% (UK, Turkey, Belgium). This is a snapshot and will clearly flex over time.*

*It has taken some time to get things on something approaching an even keel. Going forward I have a variety of plans to improve the content and reputation/impact factor of JIB. In no particular order these include ...*

- Defining the scope more clearly. I think I know what is appropriate and what is not. I would like to share this, refine and communicate to authors and readers of the Journal.*
- Guidelines and expectations to authors and reviewers require a refresh/update.*
- There is a great opportunity to create themed virtual issues built around a single subject.*
- Better communication of JIB via social media (I've made a start on this).*
- Better, more timely communication via the JIB website. Currently moribund.*
- The big one for me is the Editorial Board which as I see it is a bunch of names of the great and the good. I'm not sure what they do – which from feedback reflects their views. I would like to build a group of specialist Editors in the discrete subject groups who can help manage more effectively/accurately the process from submission to acceptance/rejection.*
- This would help with the selection/buy in of reviewers to perform peer review. This is the rate limiting step and a source of great frustration. Specifically, there are a number of authors who publish in JIB but fail to respond/decline invitations to review papers. This is not right and I intend to push back on this.*
- Lower down the list, but of value, is to extract more from the ScholarOne system for example better, more targeted reports.*

*I would welcome any constructive feedback, suggestions or ideas from Council on the JIB.*

*In passing and for the record, I have no visibility of my (own) submitted papers going through JIB which were handled by the previous Edito.*

### 7.2 B&DI

Nothing to report since previous Council meeting

**8. Overseas Sections**

8.1 Any update or views on activities

The International Section (MM and SW) plan to organise one event in Europe each year. MM reported that last year's event had been a success.

**9. Conventions & Conferences (Information)**

9.1 Worldwide Distilled Spirits Conference, Glasgow, 29 May – 1 June, 2017  
All arrangements in hand, nearly sold out

9.2 Asia Pacific Convention, 19 – 23 March 2018, New Zealand, 2018  
IR reported Convention in full planning mode, commitments from sponsors already more than 350AUD  
Budget surplus expected  
Focus is on engaging craft brewers. Registration will start later in the year.

9.3 Young Scientists Symposium, Trier, 12-14 September, 2018  
Jerry Avis reported flyers have been printed.

**11. AOB**

Investigation on the removal of the IBD plaque at Clarges Street. (HQ)

**12. Date(s) of Next Meeting(s)**

Tuesday 5 September – Away day - Trustees and Jerry, Curlew Street, London  
Wednesday 6 September – SRC/Council, Curlew Street, London  
Wednesday 6 September – AGM, Curlew Street, London  
Thursday 7 September – Board of Trustees, Curlew Street, London  
Wednesday 16 November – Board of Trustees, Curlew Street, London